



ONLINE CRIMINAL BACKGROUND CHECK

NACEL OPEN DOOR

OVERVIEW

Nacel Open Door is committed to the safety of its students and the quality of its programs. With this commitment, criminal background checks (CBCs) are required for all adult persons (aged 18 or older) residing in the host family home. Findings including (but not limited to) felonies or crimes against youth will likely disqualify a family from hosting.

INSTRUCTIONS FOR THE APPLICANT

1. Access the [CBC portal](#) either from within the Host Family Application or from the “Become a Host” page of the Nacel Open Door website (nacelopendoor.org).
2. Once on the ClearStar page, find your program and click “Apply.” If you are not sure which program is yours, ask your local representative.

The screenshot displays five program cards arranged in two rows. Each card contains the program name, a 'Read More' link with a right-pointing arrow, and an orange 'APPLY' button. The programs are: Nacel Open Door Academic Program (Public School), Nacel Open Door International School System, Nacel Open Door Private School Program, Nacel Open Door Short Term Program, and Nacel Open Door St. Paul Preparatory School.

3. Read “A Summary of Your Rights Under the Fair Credit Reporting Act.” Click to accept the terms and conditions, and then click “OK.” (You will only be able to click on this once you have scrolled through the entire text.)

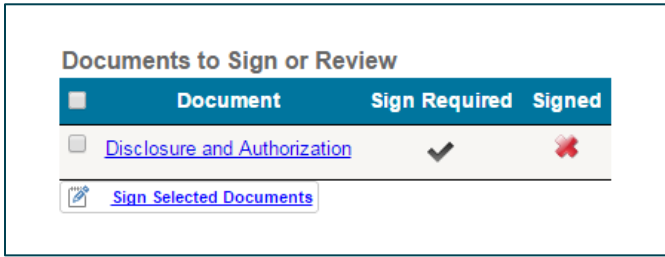
The screenshot shows a checkbox labeled 'I accept the terms and conditions listed above.' which is checked. Below the checkbox are two orange buttons: 'OK' and 'CANCEL'.

PLEASE NOTE: The FCRA text covers both criminal background checks and credit reporting. Although the language includes information about credit checks, Nacel Open Door is ONLY accessing criminal records. Your credit history will NOT be check.

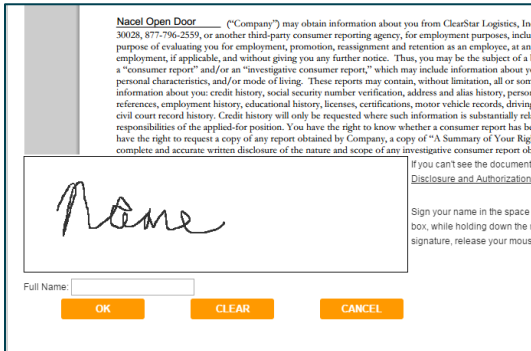
4. Fill in the requested information. Please note that your first name, last name, email address, Social Security Number, date of birth, and address are required.
5. Read the Authorization and click to agree. You can print the Authorization for your records.

The screenshot shows an 'Authorization' section with a scrollable text area containing the following text: 'BACKGROUND CHECKS CONDUCTED THROUGH SCREEN ME NOW MUST BE REQUESTED DIRECTLY BY THE APPLICANT. IF YOU ARE NOT THE APPLICANT, PLEASE DO NOT PROCEED. YOU MAY CONTACT 877-275-7099 FOR FURTHER INFORMATION. By checking 'I agree' below I authorize ClearStar Background Check and its agents to obtain a Consumer/Investigative Consumer Report on me as part of its pre-employment background investigation process for employment purposes. I understand that this report may include, but is not limited to records containing criminal, credit and driving history information, drug testing, work history and verification of academic and or professional credentials. If I am offered employment, I further authorize my employer to obtain additional'. Below the text is a checkbox labeled 'I agree to the above statement' and a blue link labeled 'Print Authorization'.

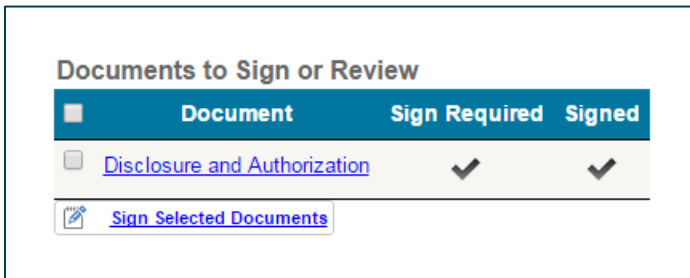
6. Click "Submit."
7. Click on the "Disclosure and Authorization" link under "Documents to Sign or Review."



8. Read the Disclosure
9. Use your mouse to sign in the box indicated. This can only be completed on a PC, not a tablet or smartphone.



10. Type your full name below your signature.
11. Click "OK." (If you want to redo the signature, click "Clear" and repeat Steps 9 and 10.)
12. You will be taken back to the "Documents/Review" page. Note that "Documents to Sign or Review" will reflect that you have completed this step.



13. Click "Finish."

YOU WILL RECEIVE AN EMAIL FROM CLEARSTAR CONFIRMING THAT YOUR CBC HAS BEEN SUBMITTED.